



**Division of Social Justice**  
**Civil Rights Bureau, Voting Rights Section – New York City**  
**Senior Voting Rights Data Analyst**  
**Reference No. CRI/VRS\_NYC\_SVRDA\_6311**

**Application Deadline is March 22, 2024**

The Office of the New York State Attorney General (OAG) is seeking a dedicated candidate with experience or interest in voting rights for the position of Senior Voting Rights Data Analyst (SVRDA) in the Voting Rights Section of the [Civil Rights Bureau](#) in New York City. The Voting Rights Section is a recently established Section within the OAG. The Section is charged with, among other things, enforcing the newly-enacted [New York Voting Rights Act](#), one of the strongest state voting rights laws in the country, including implementing one of the first-ever state “preclearance” programs.

More generally, the Civil Rights Bureau enforces federal, state, and local laws that protect New Yorkers from discrimination on the basis of a protected class, including race, color, national origin, ethnicity, gender, gender identity, religion, age, marital status, sexual orientation, military status, source of income, or disability. The Bureau investigates and civilly prosecutes alleged patterns of unlawful discrimination in a variety of arenas, including employment, housing, education, criminal justice, voting, lending, places of public accommodation, and hate crimes. In addition to litigation, the Bureau engages in significant community outreach and public education and other advocacy efforts.

The SVRDA will work closely with the attorneys and Voting Rights Analysts within the Voting Rights Section to support preclearance reviews, affirmative investigations and litigation, and policy analysis.

**Duties:**

***Exploring and analyzing data:***

- Synthesizing pertinent facts and issues from large amounts of information/data;
- Using standard, reproducible methodology;
- Condensing large/complicated information to key points;
- Communicating findings and methodology through written reports, verbal presentations, and visualizations;
- Creating visually compelling and informative graphics or maps;
- Understanding and identifying limitations of sources or analysis;
- Working in partnership with third-party experts retained by Voting Rights Section; and
- Assisting with the evaluation of opposing experts’ methodologies.

***Developing or programming new databases or datasets:***

- Aggregating disparate data and developing original datasets;
- Identifying and cleaning “dirty” data;
- Creating functions to flag/separate/segregate/filter/aggregate data; and
- Troubleshooting data and calculations for errors/omissions.

**Qualifications/Skills:**

- Bachelor’s degree or equivalent work experience is required;
- Prior experience leading project teams and/or supervising staff is strongly preferred;
- Demonstrated qualitative and/or quantitative research abilities;
- Experience with scripting, querying, or statistical programming (SQL and/or Python preferred);
- Advanced Excel experience (pivot tables, vlookups, conditionals);
- Excellent oral, written, and presentation communication skills;

- Ability to communicate technical concepts and results to a non-technical audience;
- Highly organized, self-directed, and curious;
- Personable and positive, with a high level of integrity; and an
- Interest in public policy and social/economic justice.

### Preferred Experience:

- Experience working with voting, electoral, or related data;
- Experience drawing GIS maps, geocoding data, and running geographic analyses;
- Familiarity with the following software: ArcGIS, QGIS, and/or mapping in python or R;
- Ability to use existing data created by government sources, especially Census data, to identify and analyze issues and trends;
- Python data stack (pandas, numpy, scipy);
- Obtaining data from API's, websites, PDFs, or other difficult sources; and
- Data visualization or front-end software (e.g., plotly, matplotlib).

**The annual salary for this position is \$83,478 + \$3,087.** As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

## HOW TO APPLY

**Applications must be submitted online.** To apply, please click on the following link: [CRI/VRS NYC SVRDA 6311](#)

**To ensure consideration, applications must be received by close of business on March 22, 2024.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate why you are interested in a position with the Voting Rights Section and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance Section's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please provide a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)